

**Request for  
Certification of Eligibles for  
Temporary Limited Positions**

For open requests, please submit original and one copy of this form, one copy of the position description and OF-8, and one copy of temporary justification (Form NIH 2736-1). For name requests, submit the above, plus a copy of SF 171 (and a copy of OPM 1170/17 or transcripts when applicable). Crediting plan numbers are to be submitted for all Federal Wage System positions.

Original applications of eligibles *not* selected for appointment should be attached and returned with appropriate documentation.

Send this form to: Recruitment and Employee Benefits Branch  
Building 31, Room B3C-15

ICD	ICD Request No.	Date of Request	Certificate No.	Date Issued
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Number of Vacancies, Position Title, Series, Grade, Duty Location. List any selective factors.

Tour of Duty: ☐ F/T ☐ P/T

If P/T, number of hours per pay period: \_\_\_\_\_ and length of appointment (NTE) either: ☐ 1 year or ☐ \_\_\_\_\_

Signature of ICD Personnel Officer (or designee)  
(Certifies that FPM Chapter 316 and NIH Manual 2300-316-1 have been reviewed, and that all conditions and requirements governing the use and extension of temporary limited appointments have been met.)



Building/Room

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**Referral**

*The following list of eligibles is provided in response to the above request:*

Action*	Veteran's Preference	Name	EOD Date

**\*Codes for "Action"**

A - Selected (*For each selection provide the expected date of appointment*)  
CR - Communication Returned Unclaimed  
DD - Declined Until a Later Date  
NS - Not Selected

NN - Not Selected/Not Contacted  
DP - Declined for position certified only  
DZ - Declined for other Reasons  
FR - Failed to Reply  
DA - Declined Agency

DG - Declined Grade  
DL - Declined Location  
DX - Declined Further  
Consideration for  
Federal Employment

*Original applications of eligibles NOT selected for appointment should be attached and returned with appropriate documentation.*

Signature of Issuing Officer, REBB

**Verification of Action:** Signature of ICD Personnel Officer (or designee)